

City of Socorro Job Description

Job Title: Finance Technician	Department: Finance
FLSA Status: Full Time – Non Exempt	Salary: \$18.00 - \$25.10
Approved: 9-19-24	Last Revised:

Position Summary

Under general supervision, the Finance Technician performs general clerical accounting duties involved with maintaining specialized and complex fiscal records.

Duties, Functions and Responsibilities:

- Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues.
- Monitors and ensures the effective payment of all invoices, travel processing, processing and conversion of request of checks, and handling of reimbursements, utility payments, check production and mailing, and maintenance of accounts payable file records.
- Establishes, maintains, and reviews accounting records, claims, accounts payable and receivable, and all invoicing.
- Assists in the preparation, analysis, and review of budgets, financial accounts, documents, ledgers, transactions, special funds, and other related financial transactions.
- Develops, recommends, and implements programs, processes, and procedures for the research, collection, tracking, and analysis of data for the purpose of developing budgets and short and long-range forecasting; prepares and presents various special and recurring reports to provide timely information regarding the economy, finances, available and projected resources, and models.
- Reviews source documents for compliance with rules and regulations.
- Determines proper handling of financial and technical transactions within designated limits; checks documents for validity and accuracy of information; performs mathematical calculations; records, files, and distributes related paperwork.
- Maintains financial records and multiple filing systems, processes banking transactions, compiles documentation, and reviews and validates data; maintains additional accounting and technical transaction databases as needed.
- Provides general research, analysis, and data for the development of projections of financial resources for utilization in policy development, preparation of budgets, capital planning, and debt issuance.
- Assists in the development and presentation of information in clear and easily used formats.
- Research and reviews various source documents and data that may impact budget and revenues.
- Assists and engage in diverse accounting clerical duties pertaining to payroll preparation. Prepare and process payroll and maintain payroll records.
- Calculate, review, and verify payroll amounts from computerized report before processing and printing paychecks and direct deposit vouchers.
- Responds to requests for information and provides assistance to other government agencies and the public within scope of authority.
- Provide backup assistance to other staff to ensure continuity of services.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Knowledge, Skills, and Abilities:

- **Knowledge of:** principles, practices, techniques, activities, rules, and regulations related to the operations and functions of the position and services provided.
- Current principles of record keeping and records management; principles and practices of effective research methods and data analysis.
- Customer service, and problem resolution techniques.
- Correct English usage, grammar, composition, spelling, punctuation and vocabulary, business and personal computers and related software applications.
- City organization, operations, policies, and procedures to effectively perform the required functions and duties of

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the position.

- **Ability to:** perform a variety of duties and responsibilities and assess and prioritize multiple tasks, projects, and demands to meet deadlines.
- Ensure appropriate levels of customer service to achieve expectations and meet objectives.
- Read, understand, and assure compliance with a variety of policies, procedures, rules, standards, and regulations governing related activities and functions.
- Collect applicable information and maintain accurate and timely records.
- Maintain confidentiality of information and data.
- Communicate effectively orally and in writing and use interpersonal skills to sufficiently exchange or convey information and receive work direction.
- Take initiative and exercise sound independent judgement within established procedural guidelines and carry out primary responsibilities in accordance with all governing regulations, statutes, and procedures to ensure achievement of goals and objectives.
- **Skills in:** reading, understanding, and applying relevant rules, ordinances, codes, regulations, policies, and procedures; effectively managing assignments.
- Responding to inquiries timely and within the scope of delegated authority;
- Effectively working independently, or as a team member, in various environments with changing priorities.
- Preparing and presenting various reports, documents, forms and correspondence.
- Researching information, analyzing data, maintaining accurate records, and updating information in various mediums and formats.
- Demonstrating appropriate and effective interpersonal communication and conflict resolution skills; performing highly effective support in assigned areas.

Finance Technician

\$18.00 - \$25.10

Minimum Qualifications:

- A candidate must possess a high school diploma or GED, a Associate's degree in Accounting Business Administration, or related field preferred.
- Four (4) years of experience budget, accounting, payroll support or automated bookkeeping experience.
- Requires the possession of a valid Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Operates City vehicles safely and cautiously.


Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits and stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

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Mayor

9-19-24
Date

City Manager

Date



Human Resources Director

9/20/24
Date

Employee

Date

